

Hearing Map Review (HMR)

Introduction

Roadway Design will notify the Plan Review Squad of the time and location for the Hearing Map Review meeting. This meeting provides us an opportunity to review what will be presented to the public and to provide comments, if necessary. It is crucial to review the hearing map in detail (i.e., lane configuration, signalization, etc.) and compare it to previous recommendations. Once the hearing map is presented to the public, it is difficult to make major changes to the project.

Step By Step Procedure

1. Enter type of review into the Plan Review Database as **HMR**. The due date should be set for the day of the meeting.
2. ***Enter meeting date into Plan Review Engineer's Netscape calendar.***
3. Pull the project file and organize it appropriately and become familiar with our previous memos and recommendations.
4. Invite ATE to meeting (Does not need to be a formal memo). Invite Signals if there may be a need for them to attend.
5. Review the project with the Plan Review Engineer and decide who will be attending the meeting.
6. Attend meeting prepared to answer traffic-related questions and make sure to compare the geometry shown on the hearing map with our previous recommendations.
7. Make a note to file of what took place at the meeting and check with the Plan Review Engineer to see if any actions need to be taken. *NOTE: Any additional request would be logged in as "TIP Review-RDWY or whatever is appropriate.*
8. Enter completion date and relevant comments into Plan Review Database and file.